



Resume Outline

This is just an outline. Most sections are optional, and you can add sections too! Make this unique. Your resume will not look like anyone else's, and that's good! Be creative and don't be afraid to brag about yourself!

First & Last Name

Email, Cell Phone

Objective/ Summary

Education

School Name, Degree Name

Date Completed

Past & Current Jobs [listed in order of most recent to oldest]

Job title, Company Name

Dates Employed

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Extracurricular Activities [clubs, sports, volunteer]

Group/ Organization, Location

Dates Involved

_____, _____
_____, _____
_____, _____
_____, _____

Skills/ Languages/ Interests

Other

